

**DORCHESTER TOWN COUNCIL**  
**PERSON SPECIFICATION - Job Title: Labourer**

QUALITY	ESSENTIAL	DESIRABLE
<b>1. Qualifications</b>	Basic literacy and numeracy skills	Educated to GCSE Level in English Related horticultural or grounds maintenance training.
<b>2. Related experience including voluntary work</b>	Minimum of 6 months grounds maintenance labouring experience. A working knowledge of Health and Safety in the outdoor environment. Experience of dealing with the public Experience of working on own initiative and as part of a team. Experience of operating horticultural equipment.	Experience of close team working. Experience of delivering work to deadlines. Wider experience in horticulture /grounds main operations. Gravedigging experience In depth experience of lone working or working as a two-person team.
<b>3. Skills and Abilities</b>	Good organisational skills. Able to organise own work and take direct instructions. Able to meet strict deadlines. Flexible working Good communication skills Skilled in the use of machinery and vehicles. Able to work in a logical manner	Certificates for safe use of Hand mowers, hedge trimmers, Brush cutter Ride-on Mower driving Training.
<b>4. Knowledge</b>	Full driving licence holder Grounds maintenance/ gardening knowledge.	Manual Handling training Formal qualifications (or equivalent in-depth experience) in any of the essential skills in the skills and abilities section Horticultural qualifications.

<p><b>5. Personal Qualities</b></p>	<p>Able to work alone or in a team.  Able to grasp new concepts quickly.  Able to make decisions.  Able to contribute to effective teamwork with a flexible approach.  Personal warmth and friendly responsive approach to colleagues and members of the public at all levels.  The ability to work effectively under pressure.  Self-reliant, open and honest.  Practical and common-sense approach to problem solving.  Trustworthy with confidential information.  Capable of anticipating problems and showing initiative to solve them when required.  Receptive to new ideas.  A keen sense of personal responsibility and the need to set an example for others in the team to follow.  The desire to work to a high standard of quality.</p>	<p>Familiar with patch based and flexible working methods.  Previous experience of working in public areas.  Previous experience of producing a high quality finish in high profile areas.</p>
<p><b>6. Other requirements</b></p>	<p>This post does not currently involve routine contractual weekend working or evening working but it should be noted that reasonable requests for such working to achieve work targets will be made. Such situations include , early morning watering of hanging baskets, weekend events, emergency</p>	<p>Some routine overtime may be available.</p>

	relief park keeping and putting up Christmas lights in the evening.	
<b>7. Things to consider</b>	<p>This post is an outdoors based role. You will be required to work outside in all-weather types, appropriate protective clothing will be supplied and it is expected it will be used/ worn.</p> <p>There are relatively early morning starts and you must make arrangements to get to site on time to start work promptly.</p> <p>There are hazards associated with this type of work for which you will be trained to be aware. Working procedures control these hazards and you will be expected to follow those procedures and any instructions given to you by other staff. We will expect you to carryout physically demanding tasks as part of your normal working routine.</p> <p>Some tasks are repetitive, and you will need to develop skills to overcome the occasional repetitive task and avoid becoming bored.</p> <p>When you commence your employment you will be working under direct supervision and direction.</p>	